



MEMORANDUM

OFFICE OF THE TOWN MANAGER

To: Town Council

From: Laurel Prevetti, Town Manager

Subject: Manager's Weekly Memorandum

Date: April 30, 2021

Questions regarding the following should be directed to me. As specified by Town Policy, the Mayor or any two members of Council may request consideration of these or any items at a future Council Meeting.

1. **Tuesday's Town Council Meetings**

Tuesday's Special Meeting/Joint Study Session of the Town Council and Library Board is scheduled to begin at 5:45 p.m., followed by the 7:00 p.m. regular Town Council Meeting. Both meetings will take place via separate Zoom invitations.

2. **Wednesday's Council Retreat**

As requested by the Mayor, all Council Members should attend this meeting in the Council Chambers. The public is invited to join the meeting via Zoom.

3. **Initial Exploration of Cannabis Regulations**

Earlier this week, the Council Policy Committee discussed a proposed work plan to begin analyzing issues associated with a potential Town Code change to allow commercial cannabis establishments. Due to the potential of adding a local tax on such establishments, staff will begin the initial work now including but not limited to resident surveys, community workshops, benchmarking lessons learned and best practices, and other evaluations. A dedicated Town webpage is being created as a central location for white papers and other research, timeline for a ballot measure, and an email address for public comments and questions. Staff will return to the Policy Committee in the fall with the findings of this initial work and subsequently, report out to the full Council for direction on next steps.

4. **Shannon Road Traffic Calming**

The Town Council previously received an update on the Shannon Road Neighborhood Traffic Calming Project in the April 16 Town Manager Weekly Memorandum regarding the scheduled (second) NTC meeting held April 22 with stakeholders. Since that time, staff has

conducted the advertised meeting with stakeholders and the Council has received feedback (objection to the five speed hump concept) from a resident on an adjoining street to Shannon Road. This current update provides answers to some of the questions and solutions posed by residents and outlines the next steps for this project.

The Neighborhood Traffic Calming Policy and individual project details are up to date on the Town website and can be found here: <https://www.losgatosca.gov/NTC> Below is a summary of the major steps:

- The Neighborhood Traffic Calming program is resident driven. Through a neighborhood request and grassroots petition process, projects are begun. Staff collects the necessary data to identify speeding traffic issue on a project street and an informational meeting with the residents is scheduled. Solutions are brainstormed and staff brings a plan to a second meeting, where the goal is to achieve a simple majority consensus of abutting residents in attendance. 26 of the 39 residents in attendance (67%) supported the proposed traffic calming plan of five speed humps, signs and pavement markings. These steps have been achieved for the Shannon Road project.
- The next step will be mailing post card ballots to the 73 residents whose property abuts Shannon Road. If a super-majority (67%) of the residents vote in support, then staff will present the proposal to the Town Council for its consideration of the temporary traffic calming plan at one of the June meetings.
- If Council decides to proceed, the traffic calming measures will be installed this summer or fall for the three proposed speed humps from Cherry Blossom to Short Road and the other two proposed speed humps between Los Gatos Boulevard and Cherry Blossom Lane will be installed in 2022 as part of the Shannon Road Pedestrian and Bikeways Improvements project. After installation, speeds and volumes are monitored for approximately one year. Further data will be recorded during this time.
- After the one-year mark, the residents will be polled again on making the measures permanent. A 2/3 majority of those voting is necessary for staff to recommend that the improvements be made permanent. Based on the final polling, staff would make a recommendation (permanent install or removal) to the Town Council.

At the last community meeting, several questions and alternate solutions arose and were responded to by staff. The Town Council received email correspondence following the community meeting expressing similar questions and alternate solutions. These, with staff responses, are outlined here:

Alternate solution: Lower the speed limit to 25 mph instead of installing speed humps.
Response: Speed limits are set by formula and the methodology is regulated by State

Law (the California Vehicle Code). The speed limit is based upon the 85th percentile speed for the roadway based on speed surveys. There is some discretion allowed for engineering judgement, which has already been employed to establish the existing 30 mph speed limit. Given this limitation, there is no legal way to lower the speed limit. Any attempt to lower the speed limit would create a situation where speeds are not legally enforceable. However, one side effect of installing traffic calming measures could be a reduction in vehicle speeds, thus making a speed limit reduction viable in the future.

Alternate solution: Install speed cameras to enforce the speed limit.

Response: Speed cameras are not currently legal in California. Although AB-550 (Chiu) has been introduced and may change this in the future.

Alternate solution: Install an electronic speed feedback sign.

Response: This was reviewed by the residents and not selected as an option.

Alternate Solution: Increase speed enforcement on Shannon Road.

Response: Traffic enforcement already dedicates a fair amount of time to this location and will continue to enforce as their resources allow, although It is not an efficient use of resources to dedicate officers to one location for long periods of time.

Alternate Solution: Reduce the number of speed humps from five (as proposed) to three.

Response: Speed humps are spaced with a strategic distance between each hump to discourage heavy acceleration between each location. The goal is to reduce speed on Shannon from Los Gatos Boulevard to Short Road.

Objection: Residents whose property does not abut Shannon Road are allowed to provide input but not allowed to vote.

Response: The practice since inception of the program is to include only those abutting the roadway. This is in place for several reasons. Primarily, it is often the residents who do not live directly abutting the roadway who are less conscious of the speeding. Additionally, having a defined boundary allows for limits to the involvement in the program. Without a boundary, the impacted neighborhood could become overly broad.

Objection: Shannon Road is classified as a "neighborhood collector" and neighborhood collectors should not be included.

Response: The Town has always included neighborhood collector streets and has completed traffic calming projects on four neighborhood collectors, one hillside collector and eight local streets since 2002. Although classified appropriately, Shannon Road may see some cut through traffic from the San Jose to the east. The installation of speed humps may cause some of that traffic to utilize more appropriate routes.

Objection: Fire response will be delayed.

Response: The plan was reviewed by Santa Clara County Fire Department who

confirmed they could still maintain satisfactory response times after installation of the five proposed speed humps.

As noted above, the Town Council will have the opportunity to review this project specifically in June. The Council may also choose to add the Neighborhood Traffic Calming Policy to the list of policies and ordinances for review, preferably through the annual Strategic Priority setting exercise.

5. **Single-Use Plastics Ordinance**

The Youth Commission is currently surveying local businesses, researching single-use plastics ordinances from other cities that are similar to Los Gatos, and working with the Town Attorney to create a draft ordinance to reduce single-use plastics as part of the Town's sustainability and climate change resiliency efforts. The Youth Commission will be providing more information through outreach, once the business survey results have been analyzed and other work completed. We are anticipating that the Commission should be able to present a draft ordinance in late fall or early winter.

6. **Youth Commission Recruitment Status**

Attached for your information is the recruitment status for the Youth Commission, inclusive of all applications received as of the final deadline of 4:00 p.m. Friday, April 30.

7. **Staff Recognitions**

Community Development Department:

The following note of appreciation received from resident Steve Rice for a member of the Community Development Department, Building Inspector Mark Hillabrandt. Verbatim comments received as follows: *Hi Joel and Robert: I just want to pass along a real positive experience. You know about the now (almost) year-long project to get two additional Tesla batteries installed in our house. I don't want to take up too much time reliving the past, but when we installed our first two batteries, PetersenDean (now out of business) did not install them the way we contracted for them. They only backed up half the house. As it turned out, the only way to fix it was to install two additional batteries and split the house into two completely separate circuits. We contracted with Semper Solaris to do the two additional batteries. After (I think) three or four plan submissions, they finally got a plan approved.*

They did the work a few weeks ago and called for inspection. I wasn't able to be here for the inspection, but I had faith that the Town would do exactly what it ended up doing. I don't know who the inspector was, but he did not pass the wiring that was done. This morning, Semper Solaris sent out a crew to rewire all of the connections and breaker boxes. They did not tell us they needed to shut off our power for the entire day; so they are coming back next week. They brought a crew of five, and the oversight is being done by a "Manager". When I talked with the "Manager," he acknowledged that the wiring job was not done as "cleanly"

as it should have been. Everything worked / works, but without the diligence of the Inspector, the sloppiness of the wiring job would not have been caught. The issues probably would not have shown up until something else needed repair, or I did some other upgrade (like wiring for an electric / hybrid car. Thank you to you and your team, and please pass along my appreciation and gratitude to whomever did the inspection, and rejected sloppy work. Have a great afternoon. Steve

Parks and Public Works Department:

PPW Administrative Assistant Meredith Johnston was recognized on April 21 by the Silicon Valley Chapter of the American Public Works Association with a Spirit Award. The following is text from the award certificate: *Meredith has been a team member of the Parks and Public Works (PPW) Department for the past 1.5 years, and has quickly become a trusted, extremely helpful, front line contact of the Department for both internal and external customers. Meredith demonstrates her commitment to the organization daily with her enthusiasm and passion for her work and an exemplary attitude that is contagious and uplifting. This is even more evident during these challenging pandemic times, when often Meredith is one of a few office employees working physically inside the building. Her interaction with coworkers always comes with a smile on her face and an effort to go above and beyond, and has created an inviting environment for everyone who needs her assistance. During these unprecedented pandemic times, she has been creative and found fun ways to boost morale. Meredith created and implemented a Peer Award System which has been a success among the Parks and Public Works teams. She also actively participates in coordination and delivery of employee recognition events, graciously ensuring others feel the benefit of the event. Meredith continues to impress with her ability to learn the nuances of a demanding and fast paced job and always with a positive attitude. She is determinedly conscientious of providing the best service possible. Even when she is tested by a task, Meredith seems to always find ways to make people smile and feel important.*

8. Planning Commission Actions

Attached is a copy of the April 28 Planning Commission agenda indicating actions taken on each item.

9. Town Proclamations

Attached are copies of Town Proclamations for Poetry Month and Arbor Day.

10. Town Manager Observations

West Valley Mayors and Managers Meeting: On Wednesday, the Mayor and I participated remotely in this meeting. PG&E provided an overview of their community wildfire safety program, potentially adding a new criterion for Public Safety Power Shutoffs regarding

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possible trees and branches falling onto powerlines in Extreme Fire Threat Areas. Quarterly progress on PG&E's vegetation management and other preparations can be found at www.pge.com/wildfiresafety

Cities Association Executive Director Andi Jordan presented an overview of the organization's purpose, roles, and current priorities.

LP:jj

Attachments

Youth Commission Recruitment Status
Planning Commission Actions
Proclamations

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